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14-00000

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Status Report - IG Survey of the Office of Personnel

1. This memorandum is for your information.
2. Our previous reports to you on the recommendations contained in the Inspector General's 1964 survey of the Office of Personnel have, we believe, provided responses to all recommendations except Numbers 1, 7, 11, 12, 14, and 15. These recommendations are quoted below with a report of action taken thus far.
3. Recommendation No. 1: The Director of Personnel develop a current statement which will be used by field recruiters to describe CIA to applicants for employment. This statement should be current, factual, interesting and as complete as security will permit. It should avoid officialese and other language which has little meaning for most applicants. Periodic spot checks should be made to ensure that recruiters are following the approved script.

Status: In our initial comments on the survey, we reported that the Chief, Personnel Recruitment Division had initiated a program for developing a standard interview format for this portion of applicant interviews. However, that approach entailed the taping of interviews at the Washington Recruitment Office and it was later determined, after consultation with the Office of Security, that this procedure was not advisable. Our present approach is to obtain the assistance of Mr. Chretien's office in preparing an appropriate text. In addition, we have developed a chart which diagrams the relationships of the various intelligence organizations in the government for inclusion in the recruitment officers' "briefing books."

4. Recommendation No. 7: a. The Director of Personnel continue the trend of assigning more energetic officers to this Division (Clandestine Services Personnel Division). b. A qualified officer acceptable to the Clandestine Services be assigned to CSPD as Deputy Chief.

Status: Our action on part a. of this recommendation is continuing. I have discussed part b. with you on several occasions and, as you know, a tentative identification has been made with the understanding that the individual will not be formally designated Deputy Chief, CSPD until he has been observed and evaluated for a few months longer.

5. Recommendation No. 11: The Director of Personnel review former and current proposals for an executive development program and submit a new proposal to the DDCI which will identify and provide special development opportunities for employees with potential as generalists for senior managerial and executive responsibility.

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GROUP 1
Excluded from automatic
downgrading and
declassification
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DATE 08/06/00 BY SP-6

Status: Our previous comment noted that the Executive Director-Comptroller had reviewed proposals submitted to him in August 1963 and that they were to be considered by the DDCI in a revised form. The Inspector General suggested that we defer action on this recommendation until further word had been received. We have received no further word and do not know whether any conclusions have been reached concerning the proposals made.

25X1C
6. Recommendation No. 12: The Deputy Director for Support:
a. Expedite the issuance of revised personnel regulations on Employee Conduct, Manpower Controls, Position Analysis, Hours of Work, Pay and Involuntary Separations. b. Revised Confidential Fund Regulations on Staff Employees, Staff Agents, [REDACTED] Rights, Salary, Contractual Agreements for the Covert Support of Operations issued in 1950 and 1951.

25X1A
Status: The only outstanding item in the above listing from our previous comments was revision of HR [REDACTED] Involuntary Separations. A proposed revision was submitted to your office but returned on 23 March 1965 to consider editorial suggestions and other questions.

25X1A
7. Recommendation No. 14: The Deputy Director for Support review the processing of recent involuntary separation cases under HR [REDACTED] and recommend to the DDCI procedures which will provide for more efficient processing and the elimination of unnecessary delays.

Status: Please see note above concerning revision of HR [REDACTED] and our memo to DD/S of 23 June 1964. 25X1A

8. Recommendation No. 15: The Deputy Director for Support:
a. Review the Career Officer Trainee Program in January 1965 to ensure that it is being carried out in accordance with the objectives stated in the memorandum approved by the DDCI dated 25 February 1964, Recruitment of Young Officers.

Status: The Plans and Review Staff, Office of Personnel is making such a review which will include a report on the program during 1964 and suggestions for 1965. It is anticipated that this report will be submitted to you by 15 April 1965.

/s/ Emmett D. Bohls

Emmett D. Bohls
Director of Personnel

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